

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

# FSIS NOTICE

55-16

8/22/16

## PUBLIC HEALTH INFORMATION SYSTEM DASHBOARD ALERTS WIDGET

### I. PURPOSE

This notice announces the new Public Health Information System (PHIS) Dashboard Alerts Widget and the availability of a PHIS reference guide for PHIS Dashboard alerts. The quick reference guide explains how to manage alerts using the PHIS Dashboard Alerts widget.

### II. NEW PHIS VERSION 4.4

A. On Sunday, August 14, 2016, FSIS released a new version of PHIS. The release includes enhancements for the PHIS Dashboard Alerts widget.

B. On the PHIS Dashboard Alerts widget, users can do the following:

1. Mark multiple alerts as read or unread at the same time;
2. Sort, filter, and group alerts by Title, Category, Establishment, or Date;
3. Archive alerts;
4. Delete archived alerts;
5. Select a preferred method of alert delivery (e-mail or Dashboard);
6. Access other PHIS records, such as non-compliance records (NRs), directly from within an alert, and
7. PHIS automatically moves alerts from the Dashboard to the Archive folder after 30 days, which is accessible from the Dashboard Alerts widget. Alerts are automatically purged from the Archive folder.

### III. PHIS DASHBOARD ALERTS

A. Below is an image of the new Dashboard Alerts:



8. **Pagination Options** – Use these controls to change the viewed page or increase the total number of records visible at once. The default number of records is 5.

#### IV. PHIS QUICK REFERENCE GUIDE: ALERTS

A. **Reviewing Alerts:** When IPP log on to PHIS, the Dashboard Alerts widget is the usually the first widget on the PHIS home page. There are several kinds of alerts that will appear in the widget, but they are usually related to targeted lab sampling collections or other follow up activities needed at specific establishments. Alerts can also be directed at specific circuits or districts or specific user roles. Be sure to review the contents of the alerts and mark them as read. The title of unread alerts appears in bold text.

B. **Viewing Other Records Related to Alerts:** Some alerts are directly related to lab sample collections, NRs, or other items in PHIS. If a link to the item is available, it will appear in blue, underlined text. Click the link to open the record in a new window.

C. **Marking Alerts as Read:** IPP can mark an alert read in a couple of ways:

1. From the Alerts widget, open the alert by clicking the title. The alert will open in a popup window. After reading the alert, click **Mark as Read:** or
2. From the Alerts widget, choose one or more alerts by clicking the selection box next to each alert. Click **Mark as Read.**

D. **Marking Alerts as Unread:** From Alerts Widget Views, first select **Read** to show those alerts that have already been marked as read, then:

1. Open the alert by clicking the title. The alert will open in a popup window. After reading the alert, click **Mark as Unread;** or
2. Choose one or more alerts by clicking the selection box next to each alert. Click **Mark as Unread.**

E. **Archiving Alerts:** Alerts will stay in the widget for 30 days before being automatically archived. Archived alerts remain available for several more weeks before they are purged from the system. IPP can manually archive alerts as well by:

1. Choosing one or more alerts by clicking the selection box next to each alert; and
2. Clicking **Archive.** The alert moves to the Archive folder. You can view your archived alerts by selecting the Archived folder.

F. **Deleting Alerts:** When an alert is deleted, it will no longer be visible in PHIS. Alerts can be deleted by:

1. Going to the Archived folder;
2. Choosing one or more alerts by clicking the selection box next to each alert;
3. Clicking **Delete;** and
4. Confirming the deletion of the alert.

## V. QUESTIONS

Refer questions regarding this notice to the FSIS Service Desk at 1- (800) 473-9135 or by submitting a Footprints ticket at <http://service/footprints>.

A handwritten signature in black ink, appearing to read "David J. Seitz". The signature is fluid and cursive, with a large initial "D" and "S".

Assistant Administrator  
Office Policy and Program Development